GENERAL GUIDELINES

HABS has four standards guiding its documentation. The first standard regards content: the documentation shall adequately explicate and illustrate what is significant or valuable about the structure. Second, the **quality:** the documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of information. Third, **materials:** the documentation shall be prepared on materials that are readily reproducible for ease of access; durable for long storage; and in standard sizes for ease of handling. And fourth, **presentation:** the documentation shall be clearly and concisely produced.

Many of the guidelines presented here pertain to the materials and presentation standards. The uniformity of the reports results in a clear presentation. The HABS reports will be xeroxed onto archival bond, and must be reproducible. At best, many people see this xerox of our reports; most will see only a microfiche reduction. Keep this in mind when selecting supplemental graphic material. Also, researchers have to pay by the page for copies of these reports, so the reports are single-spaced.

The historical report should be written in simple language, without excessive specialized terminology. HABS follows the <u>Chicago Manual of Style</u> guidelines, which are simplified in Kate L. Turabian, <u>A Manual for Writers of Term Papers, Theses, and Dissertations</u> (5th ed., Chicago and London: University of Chicago Press, 1987). For architectural terms, Cyril L. Harris, <u>Historic Architecture Sourcebook</u>, or the Getty Art History Information Program's <u>Art & Architecture Thesaurus</u> (New York: Oxford University Press, 1990) are reliable guides. Grammar and punctuation conventions observed by HABS are found within these guidelines.

Indicate sources for all information. Footnotes, endnotes, or shortened notes in parentheses are all acceptable.

HABS documentation is sent to the Library of Congress as part of the HABS collection within the Prints and Photographs Division. The historical report will be edited to conform with the format and organization of other catalogued materials. Each report will be filed with its photographs and reduced copies of the HABS drawings, but not necessarily with other reports in a project. In other words, each report must stand on its own, and cross-referencing is recommended. The guidelines for transmitting HABS documentation to the Library of Congress are contained in separate guidelines, "Transmitting HABS/HAER Documentation."

Every historical report, whether one page or fifty, must have some crucial information: the name of the structure or site, its location, and the HABS number.

Assigning Names to Structures and Sites

When assigning the primary name to a structure, the proper name to use is the <u>historic name,</u> which will not change with each new owner or use. The historic name often requires careful research to ascertain. It is generally the name of the original owner of a house, or the original name or designated use of a public or commercial building. Occasionally, the recognized historic name of a house is not the personal name of the owner, but a designated name, such as

Mount Vernon. For groups of buildings, use the traditional name, such as that of the neighborhood, rather than historic district or other administrative designations. Always note the origin or source of the historic name in the text of the report.

Occasionally the historic name is not well known, and researchers using the HABS records may not be able to identify a structure by that designation. Secondary names, which are common or current names, are included to aid in the use of HABS records. More than one secondary name can be included, such as

> WILLIAM PENN TAVERN
> (Gruber House, Obolds Hotel)

If a later owner was particularly prominent or was responsible for a substantial alteration or addition, that name is linked to the original owner's name by a hyphen, such as

> BROWN-GARRISON HOUSE.

It is best, however, to avoid excessive use of hyphenated names.

If the building is a church, include the denomination in the name, such as

> ST. MARK'S EPISCOPAL CHURCH.

Do not use statements such as "Now the" or "Currently" with a name as part of a title, since this eventually will be outdated. Avoid using words such as "Old" in a name (e.g., Old Post Office) unless it is part of the recognized name (e.g., Old Curiosity Shop).

If the original name cannot be determined, the address, qualified by a general designation, is used as the name, such as

> 549 ELM ST. (House)
> 201 MAIN ST. (Commercial Building)

The current name will suffice as a secondary name, such as

> 201 MAIN ST. (Joe's Bar)

Determining Location

The exact location of a structure must be carefully indicated. This includes the number and street, the city or town, county, and state. Locations are handled somewhat differently for urban and rural areas.

Urban: Use the number and street, such as 512 Main St., followed by the corner or

intersection in parentheses if appropriate, such as

> 500 Main St. (northwest corner of Oak)

If the street name is a number, use the local convention to determine whether to write it in digits or words (although it will always be written out in the data base):

> 54 E. 42nd St.
> 301 Seventh Ave.

If the property is large, indicate streets bounding it, such as

> West side of Main Street, between Oak Avenue and Elm Street
> West side of Main Street, bounded by Court, Oak, and Elm streets.

In small towns without street numbers, a more descriptive address is required. Relate the structure to named streets or local landmarks, such as

> South side of Main Street, 0.5 mile west of Oak Avenue
> East side of Main Street, 0.7 mile north of Ridge Creek

If street names have changed, use the current one. If the old street name is important, and constitutes part of the name of the structure, that is fine, but the address should be modern. For example:

> (Name of structure): Kongensgade 18 (House)
> (Address): 18 King St.

In all instances, the city or town, county, and state must be identified.

Rural: In rural areas, a more descriptive address is necessary. Structures are located within one-tenth of a mile from the nearest intersection, such as

> South side of U.S. Route 13, 0.3 mile east of State Route 605.

For extremely remote structures, it is necessary to relate them to a natural landmark and/or the nearest road, such as

> 0.1 mile south of Parker Creek, 0.5 mile north of State Route 662,
> 2.5 miles east of intersection with County Road 4.

If appropriate, the distance and direction to the nearest town line can be added. As a general guideline, the address goes from the most specific (the street name) to general (mileage from nearest town).

If the structure is not located within the boundaries of a city or town, it is located in reference to the nearest city or town. Always include the word "vicinity" with the town name to clarify the location, such as

Millville vicinity.

Generally, the vicinity is the nearest city or town that has a zip code. Consider local usage and custom here. Keep the vicinity in the same county as the property. Identify the county and state.

UTM: If the UTM coordinates are known, include them here. All of the buildings recorded with HABS measured drawings and all buildings listed on the National Register have had their Universal Transverse Mercator Coordinates plotted on a USGS map. For rural buildings, the UTM's are a means of definitely locating the structures; for urban buildings, street addresses are usually much clearer. If known, the appropriate USGS quadrangle map name and the UTM coordinates should be included after the address.

USGS Mountain Grove Quadrangle, Universal Transverse Mercator Coordinates:17.594470.4207610.

HABS Number

Every building is assigned a HABS number, which is its identifying number within the HABS collection. The number consists of a two-letter state abbreviation, hyphen, and number. The HABS number must appear on every item of documentation sent to the Library of Congress. If the building you are documenting has been assigned a HABS number, put it in the header of every page of your report (see format below). The HABS number is always preceded by "HABS No." to differentiate it from items in the HAER collection.

If a complex is being documented, the site as a whole will receive a HABS number, such as

Fort Tejon, HABS No. CA-39

and each building that is part of the complex will receive a subsidiary number:

Fort Tejon Barracks No. 1, HABS No. CA-39-A
Fort Tejon Officers' Quarters, HABS No. CA-39-C.

These A, B, C numbers serve as an implicit cross-reference.